



NPIRS USER MANUAL

Basic Exploration and Usage of NPIRS website

SUMMARY

This document is a limited instruction for new and returning users to the latest version of the Nebraska Prevention Information Reporting Systems (NPIRS) website. This new website allows the user to register, enter and modify their activities and occurrences, and add new activities and occurrences for their organization(s). This document will also assist the user in executing the website's functionality and maximize the user's capabilities in using this site to generate reports and stay up-to-date with recording their activities. Over time, the Division of Behavioral Health will update the manual and continue the most current information to all NPIRS users.

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Division of Behavioral Health

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[Training Manual Updates](#)

The NPIRS Training Manual will continue to be updated as new activities or changes become available. All users should exercise caution when interpreting this manual. When a user finds an error in the manual that may have been missed or has not been updated, please send an email to DHHS.DBHNPIRS@Nebraska.gov.

Executive Summary

The Nebraska Prevention Information Reporting Systems (NPIRS) is an internet-based reporting system designed to collect and report prevention activity data in the State of Nebraska. The system collects community, regional, and state level data from recipients of federal and state prevention funds administered by Nebraska State Department of Health and Human Services – Division of Behavioral Health. It is also used to measure progress toward meeting community goals and for reporting state progress in meeting the prevention related National Outcome Measures (NOMS).

Recipients of the Substance Abuse Prevention and Treatment Block Grants funds use the system to report data per Federal requirements. Subsequently, the State of Nebraska uses NPIRS to manage the Nebraska Behavioral Health Prevention System funded in whole or part by the Federal Block Grant. Entities reporting data into NPIRS include community coalitions, private not for profit agencies conducting prevention efforts, Regional Behavioral Health Authorities, and other funded entities.

Additionally, based on the data entered in the previous version of NPIRS' website, it offers reporting functionality that allows for the assessment of a coalition's progress by using the Strategic Prevention Framework. The Strategic Prevention Framework relies on a community-based risk and protective factors approach to prevention and a series of guiding principles that can be utilized at the federal, State, tribal, and community levels.

Finally, NPIRS provides the reporting capabilities for the Federal Block Grant. The reports provide number served by individual-based programs or population based programs and strategies, numbers served by intervention type, and use of evidence-based programs and strategies.

User Registration and Login

1. Go to: <https://dbhnpirs-dhhs.ne.gov/>
2. Press the **First Time User** button and you will be taken to the Self-Registration page.

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Nebraska Prevention Information Reporting System (NPIRS).

The Nebraska Prevention Information Reporting System (NPIRS) is an internet based application designed to collect and report prevention programmatic activity in the state of Nebraska. NPIRS collects community, regional and state level data from recipients of federal and state prevention funds administered by Nebraska Department of Health and Human Services Division of Behavioral Health.

Username *

Password *

LOG IN

[Help! I forgot my username.](#)
[Help! I forgot my password.](#)

New User's will need to register with the State of Nebraska Enterprise Registration System. The user will create a username, password and security questions to reset the password if needed. Please use "First Time User" button to register with the State of Nebraska. User will be directed to the Nebraska Enterprise Self Registration site.

First Time User

THIS IS A GOVERNMENT COMPUTER SYSTEM. Unauthorized access, use, misuse, or modification of this computer system or of the data contained herein or in transit to/from this system constitutes a violation of Title 18, United States Code, Section 1030, and may subject the individual to Criminal and Civil penalties pursuant to Title 26, United States Code, Sections 7213(a), 7213A (the Taxpayer Browsing Protection Act), 7431 and Health Insurance Portability and Accountability Act of 1996. This system and equipment are subject to monitoring to ensure proper performance of applicable security features or procedures. Such monitoring may result in the acquisition, recording and analysis of all data being communicated, transmitted, processed or stored in this system by a user. 42 CFR - Code of Federal Regulations Title 42 Part 2 - Confidentiality of Alcohol and Drug Abuse Patient Records. Stringent regulations designed to maintain confidentiality of alcohol and drug abuse consumer information. If monitoring reveals possible evidence of criminal activity, such evidence may be provided to Law Enforcement Personnel.
Additional information may be found at the [DHHS System General Disclaimer](#).

Official Nebraska Government Website

NEBRASKA ENTERPRISE SELF REGISTRATION

NEW ACCOUNT REGISTRATION

* Required

User Information [Field Requirements](#)

First Name *

Last Name *

Email Address *

Confirm Email *

Login Information

Username *

Password *

Confirm Password * [Password Rules](#)

Password reminder questions

Question One *

Your Answer *

Question Two *

Your Answer *

Question Three *

Your Answer *

Register Account

Once you have completed the registration process send an email to dhhs.dbhnpirs@nebraska.gov and provide the following information:

- First Name
- Last Name

- USERNAME
- Email Address
- Phone
- Region/Organization

When your system access is setup you will be notified and you may begin using the system.

General Information

Accessibility

NPIRS is available from your desktop, laptop, tablet, or phone and the display will adjust accordingly. The user can maximize their screen by using a landscape view using their mobile device.

Timeout

The system is designed to time out after 60 minutes of inactivity and any unsaved work will be lost.

Reporting an Issue

When the user has an issue with the NPIRS site, please contact the system supervisor within the Organization or Region. If the issues cannot be resolved with system supervisor within the Organization or Region and is beyond the capacity of the system supervisor, please contact us via email: dhhs.dbhnpirs@nebraska.gov.

Data Displayed and Export

Any information displayed as a grid can be exported to Excel using the **EXCEL** button, filtered using the Filter icon or sorted ascending or descending by clicking on the column name.

+ ADD ACTIVITY

EXCEL

Activities	Activity Date	Status	
Creating Lasting Family Connections 16 - 60 min	07/26/2018	Completed	<div>OCCURRENCESUNLOCK ACTIVITYVIEW</div>
Alcohol Literacy Challenge - High School	07/23/2018	Incomplete	<div>EDITVIEW</div>
Across Ages	07/19/2018	Completed	<div>OCCURRENCESUNLOCK ACTIVITYVIEW</div>
Alcohol Literacy Challenge - College	07/19/2018	Completed	<div>OCCURRENCESUNLOCK ACTIVITYVIEW</div>
Across Ages	07/17/2018	Completed	<div>OCCURRENCESUNLOCK ACTIVITYVIEW</div>

12345

5 items per page

1 - 5 of 20 items

Security Levels

Organization

Users assigned to Organization level security may View, Add, Edit, and Delete Activities for their respective Organization.

Region

Users assigned to Region level security may View, Add, Edit, Delete, and Unlock Activities for their respective Region including their Organizations. In addition, they will set-up and maintain Users and Roles for their Region and Organizations.

State

Users assigned to State level security may View, Add, Edit, Delete, and Unlock Activities. In addition, they will set-up and maintain Users, Organizations, Regions, Activities, and system dropdowns. This includes full access to the Admin pages.

Dashboard

The Dashboard is the landing page where you will begin working with Activities. A list of Activities for an Organization, the date of the Activities, and the Status of the Activities can be viewed at a glance. Using the buttons provided you can **ADD**, **EDIT**, and **VIEW** details of Activities and Activity Occurrences.

The Dashboard view will change depending on the Security Level of the User. The data on the dashboard can be expanded and collapsed using the + or - buttons provided.

The screenshot shows the 'Dashboard - Home' interface. At the top left, there are dropdowns for 'Region 1' and 'Power of Prevention'. A red box labeled 'Name of Organization' points to the top header area. Below the header, a red box labeled 'Add Activity' points to a '+ ADD ACTIVITY' button. A red box labeled 'Add, edit, and view occurrences' points to a set of buttons (EDIT, OCCURRENCES, VIEW) next to an activity row. A red box labeled 'Export activities list to Excel' points to an 'EXCEL' button. A red box labeled 'List of activities' points to the main table of activities. A red box labeled 'View established activity' points to a 'VIEW' button for an 'Established' activity. A red box labeled 'Edit incomplete activities' points to an 'EDIT' button for an 'Incomplete' activity. A red box labeled 'View completed occurrences' points to an 'OCCURRENCES' button for a 'Completed' activity. A red box labeled 'View completed activities' points to a 'VIEW' button for a 'Completed' activity. The table has columns for 'Activities', 'Activity Date', and 'Status'. The activities listed are 'Strike Out Opioids' with dates ranging from 07/13/2018 to 07/03/2018 and statuses of 'Incomplete' or 'Completed'. The bottom of the page shows pagination controls with '1 2' and '5 items per page'.

Activities	Activity Date	Status	Actions
Strike Out Opioids	07/13/2018	Incomplete	EDIT OCCURRENCES VIEW
Strike Out Opioids	07/09/2018	Incomplete	EDIT OCCURRENCES VIEW
Strike Out Opioids	07/06/2018	Completed	OCCURRENCES VIEW
Strike Out Opioids	07/05/2018	Completed	OCCURRENCES VIEW
Strike Out Opioids	07/03/2018	Completed	VIEW

Organization Dashboard

Users assigned to the Organization security level will only see Activities for their Organization.

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NEBRASKA PREVENTION INFORMATION REPORTING SYSTEM

NPIRS

Dashboard

Admin

Reports

Roles

Log out Lisa McNeece

Dashboard - Home

Region 1

Banner County Prevention

+ ADD ACTIVITY

EXCEL

Activities	Activity Date	Status	
Across Ages	07/19/2018	Completed	<div>OCCURRENCES</div> <div>UNLOCK ACTIVITY</div> <div>VIEW</div>
Alcohol Literacy Challenge - College	07/19/2018	Completed	<div>OCCURRENCES</div> <div>UNLOCK ACTIVITY</div> <div>VIEW</div>
Responsible Hosting	07/03/2018	Completed	<div>OCCURRENCES</div> <div>UNLOCK ACTIVITY</div> <div>VIEW</div>
Prescription Drug Disposal	07/02/2018	Incomplete	<div>EDIT</div> <div>VIEW</div>
Fixed Displays	07/02/2018	Completed	<div>UNLOCK ACTIVITY</div> <div>VIEW</div>

1 2 3

5 items per page

1 - 5 of 14 items

Region Dashboard

Users assigned to a Region security level will see their Organization and their associated activities.

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Dashboard - Home

- Region 1
 - Banner County Prevention
 - Box Butte Family Focus Coalition
 - Dawes/Sioux Community Prevention Team
 - Deuel County Prevention Team
 - Garden County Prevention Coalition
 - Kids Plus (Cheyenne County)
 - Monument Prevention
 - Morrill County Prevention Coalition
 - Region 1
 - School Comm. Intervention & Prevention R1
 - Sheridan Community Prevention Team
 - Power of Prevention

State Dashboard

Users assigned to the State security level will see all the Regions, the Organizations and their Activities.

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NPIRS

Dashboard

Admin

Reports

Roles

Log out Lisa McNeece

Dashboard - Home

Region 1

+

Banner County Prevention

+

Box Butte Family Focus Coalition

+

Dawes/Sioux Community Prevention Team

+

Deuel County Prevention Team

+

Garden County Prevention Coalition

+

Kids Plus (Cheyenne County)

+

Monument Prevention

+

Morrill County Prevention Coalition

+

Region 1

+

School Comm. Intervention & Prevention R1

+

Sheridan Community Prevention Team

+

Power of Prevention

Region 2

+

Citizen's Drug & Alcohol Forum

+

CNCASA

+

Community Connections

+

Lincoln County Tobacco Coalition

+

Ogallala Youth Committee

+

Region 2

+

School Comm. Intervention & Prevention R2

+

Southwest Nebraska Child Advocacy Team

+

Spectrum Community Coalition

+

Sutherland Community Action Team

Region 3

Region 4

Region 5

Region 6

Activities – Edit/Add/Delete activities created on Dashboard

View Activity

From the Dashboard using the **VIEW** button you can view the information for a specific Activity. You can review each page of the Activity and move from page to page using the buttons at the bottom of each page. When you have finished viewing the Activity you can return to the Dashboard by using the menu on left side of the page by clicking Dashboard.

- Dashboard
- Admin
- Reports
- Roles
- Log out Lisa McNeece

View Activity

Activity ID 178
Region Region 1
Organization Banner County Prevention
Date Entered 7/19/2018
Entered By
Activity Date 7/19/2018
Activity Across Ages
Recurring Activity Yes
 If the activity/program takes place at a physical location (school, church, etc), select "Yes" to enter the address. No

Region	County	City	Zip Code
Reg 6- Omaha Metro	Douglas	Omaha	68172
Reg 6- Omaha Metro	Douglas	Omaha	68164
Reg 6- Omaha Metro	Sarpy	Omaha	68157
Reg 6- Omaha Metro	Douglas	Omaha	68155
Reg 6- Omaha Metro	Douglas	Omaha	68154
Reg 6- Omaha Metro	Douglas	Omaha	68152
Reg 6- Omaha Metro	Sarpy	Bellevue	68147
Reg 6- Omaha Metro	Douglas	Omaha	68145
Reg 6- Omaha Metro	Douglas	Omaha	68144

Evidence Based No
Intervention Type Selective
Strategy Education
Method Approach Peer leader/helper programs
Target Population HEALTH PROFESSIONALS
Primary Problem Prescription Drug Abuse/Misuse
Secondary Problem
Intervening Variables PEERS ENGAGING IN PROBLEM BEHAVIOR

[VIEW DEMOGRAPHICS](#)
[BACK](#)

Add Activity


Adding an Activity begins at the Dashboard by pressing the **ADD ACTIVITY** button. This will take you to the first of three pages required to record the details of your Activity. Each page must be completed and pass the system edits before you will be allowed to move to the next page.

At the top of each Activity page you will find the Activity ID, Region, Organization, Date Entered and Entered By. This information is static and cannot be changed by the User. The Activity ID and Date Entered are assigned by the System. The Region, Organization, and Entered By information are derived from the User.

Edit Activity

Activity ID	209		
Region	Region 1	Organization	Banner County Prevention
Date Entered	7/26/2018	Entered By	McNiece, Lisa
Activity Date	<div>7/17/2018</div>		
Activity	<div>Alcohol Literacy Challenge - College</div>		
Recurring Activity	<div>No</div>		
If the activity/program takes place at a physical location (school, church, etc), select "Yes" to enter the address. <div>No</div>			

Page one of the Activity contains general Activity information. Each field is completed using the associated dropdowns. If you make an incorrect selection in any dropdown you can correct the error using the X next to the erroneous selection.

If the Activity was held at a physical location, select YES and fill in the physical location of activity. If the Activity was not held at a physical location you must add region, county, city, or zip code of the Coverage Area. In this example, Scottsbluff as a city will be added. To do this, select from the dropdown arrow  and type Scottsbluff in the city field and press **ADD CITY**. After adding this city, it will automatically populate the Region, County, and the list of zip codes that are in the city of Scottsbluff.

If the coverage area is one of the zip codes of Scottsbluff but not both, you can easily remove the one zip code by pressing the **REMOVE** button on the far right.

Coverage Areas

Reg 1 - Panhandle

ADD REGION

REMOVE REGION

Scotts Bluff

ADD COUNTY

REMOVE COUNTY

Scottsbluff

ADD CITY

REMOVE CITY

Not Selected

ADD ZIP CODE

Region	County	City	Zip Code	
Reg 1 - Panhandle	Scotts Bluff	Scottsbluff	69361	REMOVE
Reg 1 - Panhandle	Scotts Bluff	Scottsbluff	69363	REMOVE

The fields below will be automatically populated based on the particular Activity selected:

- ☐ Evidenced Based
 - Intervention Type
 - Strategy

The remaining fields are required on this page (with the exception of Secondary problem) and must be populated using the dropdowns.

Evidence Based	<div>Yes</div>
Intervention Type	<div>Selective</div>
Strategy	<div>Alternative Activit...</div>
Method Approach	<div>Not Selected</div> ⓘ The Method Approach field is required.
Target Population	<div></div>
Primary Problem	<div>Not Selected</div>
Secondary Problem	<div></div>
Intervening Variables	<div></div>
<div>SAVE</div> <div>SAVE AND CONTINUE</div> <div>DELETE</div> <div>BACK</div>	

You can press **SAVE** and return to this Activity later or press **SAVE AND CONTINUE** to go to next page.

Page two of the Activity contains information about the Demographic population served. On this page you are allowed to use the arrows next to each field to increase or decrease the count in each field. You are also allowed to type directly in each field. Upon the **SAVE** or **SAVE AND CONTINUE** the information entered will be evaluated to ensure the counts of each grouping match.

Add New Demographics

Region	Region 1	Organization	Power of Prevention
Activity Name	Strike Out Opioids	Date Entered	7/9/2018
Activity Date	7/9/2018		

Numbers Served - (Count) The number of Males, Females, Others, and Unknown participants. Population based program activity may involve estimated counts.

Note: Only enter new participants

	Count
Males	20
Females	10
Others	1
Unknown	4
Total Participants	35

Race (Count) Enter the number of Participants of each race

Total Race count must match Total Participants count

	Count
White	20
Black or African American	5
Native Hawaiian/Other Pacific Islander	0
American Indian/Alaska Native	0
Asian	0
Multi-Racial	5
Other Race	0
Unknown	5
Total Race	35

After you complete the Ethnicity and Age categories, press **SAVE** (to finish later) or **SAVE AND CONTINUE** (to go onto page three - Edit Fidelity).

Enter the Federally defined Ethnicity categories

Total Ethnicity count must match Total Participants count

	Count
Latino	<input type="text" value="5"/>
Not Latino	<input type="text" value="30"/>
Other Ethnicity	<input type="text" value="0"/>
Total Ethnicity	<input type="text" value="35"/>

Enter the number of persons for each of the age categories listed

Total Age Group count must match Total Participants count

	Count
Age 0 to 4	<input type="text" value="0"/>
Age 5 to 11	<input type="text" value="0"/>
Age 12 to 14	<input type="text" value="0"/>
Age 15 to 17	<input type="text" value="0"/>
Age 18 to 20	<input type="text" value="5"/>
Age 21 to 24	<input type="text" value="28"/>
Age 25 to 44	<input type="text" value="2"/>
Age 45 to 64	<input type="text" value="0"/>
Age 65 and Older	<input type="text" value="0"/>
Total Age Group	<input type="text" value="35"/>

Page three contains information about the Funding Source and Fidelity Questions.

Press **ADD NEW FUNDING SOURCE** and use the drop-down menu to select the funding source.

Please note: If there is more than one, the percentage total must equal 100%. If the Activity has Occurrences and they have NOT taken place press **SAVE**. To get back to the Dashboard press **DASHBOARD**.

Edit Fidelity

Program Activity ID	190		
Region	Region 1	Organization	Power of Prevention
Date Entered	7/20/2018	Entered By	Yribe,Andreana

+ ADD NEW FUNDING SOURCE

Funding Source	Percentage	
American Society of Addiction Medicine	33.33	X REMOVE
CDC (Center for Disease Control)	33.33	X REMOVE
SPR-PFS (Strategic Prevention Framework-Partnership for Success)	33.34	X REMOVE
Total Percentage	Total: 100.00 %	

If the Activity has Occurrences and they have all taken place, answer the Fidelity Questions and press **SAVE AND COMPLETE**. The activity is now complete and locked. To get back to the Dashboard press **DASHBOARD**.

How many sessions were actually held?
0.00

What was the actual length of program sessions?
60.00 Minutes

What was the actual frequency of program sessions – or did it vary?
Weekly

Were all topics from the planned curriculum covered in the sessions?
Yes

Did you make any adaptations to the format of intervention materials? (Examples of adaptations changing the format of a public service announcement from a television advertisement to a billboard.)
No

Was the program conducted in the specified setting?
Yes

Did the person delivering the curriculum meet the specifications of the developer? (ex. Had the needed training, age, gender, experience, etc.)
Yes

Were any adaptations made to address the cultural appropriateness of the prevention intervention strategy for a particular group? (e.g., modifying the language or slang used, modifying the examples, including visuals of individuals who represent your target population.)
Yes

Did you make any adaptations to the content of intervention materials? (Examples of adaptations include adding content to workbooks, adding handouts, revising pamphlets, or changing the format of a public service announcement from a television advertisement to a billboard.)
No

[SAVE](#)
[SAVE AND COMPLETE](#)
[BACK](#)

Edit Activity

If you did not finish the activity or wish to Edit the Activity press the **EDIT** button from the Dashboard.

Region 1

Power of Prevention

+ ADD ACTIVITY

Activities	Activity Date	Status	
Strike Out Opioids	07/20/2018	Incomplete	EDIT OCCURRENCES VIEW
Strike Out Opioids	07/13/2018	Incomplete	EDIT OCCURRENCES VIEW
Strike Out Opioids	07/09/2018	Incomplete	EDIT OCCURRENCES VIEW
Strike Out Opioids	07/06/2018	Completed	OCCURRENCES VIEW
Strike Out Opioids	07/05/2018	Completed	OCCURRENCES VIEW

Delete Activity

If you wish to Delete an Activity, press the **EDIT** button from the Dashboard and scroll down to the bottom of the page and press **DELETE**. You will be asked to confirm the Delete, press **DELETE** or **CANCEL**.

Unlock Activity

After an activity is complete, all fields for entering and/or editing information will be locked. If there are errors which need to be corrected, a Region or State level user can unlock the activity by pressing the **UNLOCK ACTIVITY** button.

Occurrences – Edit/Add/Delete occurrences created within an activity on Dashboard

View Occurrences

If you need to View an Occurrence, locate the Activity on the Dashboard, press the **OCCURRENCES** button, and then press **VIEW** button on the Occurrence you want to view.

Activity ID

195

Activity Name

Alcohol: True Stories 4 - 25 min

Region

Region 5

Organization

Butler Co. Community Coalition

Date Entered

7/23/2018

Entered By

McNiece, Lisa

NEW OCCURRENCE

Occurrence Date	Create Date	New Participants	
07/26/2018	07/23/2018	2	EDIT VIEW

1

5

Items per page

Add Occurrences

When an Activity requires multiple occurrences, find the Activity on the Dashboard and press the **OCCURRENCES** button and then press the **NEW OCCURRENCE** button.

Recurring Occurrences Detail

Region	Region 1	Organization	Power of Prevention
Activity	Strike Out Opioids	Date Entered	7/12/2018
Activity Date	2/11/2018	Recurring Activity	Yes

NEW OCCURRENCE

Occurrence Date	Create Date	New Participants	
07/12/2018	07/12/2018	2	EDIT VIEW

1 5 items per page

If the activity has no new participants, press the **NO NEW PARTICIPANTS** button and enter the Occurrence Date the activity occurred. This will take the user back to the activity

Add New Demographics Occurrences

Activity ID	190	Organization	Power of Prevention
Region	Region 1	Entered By	Yribe,Andreana
Date Entered	7/20/2018		

NO NEW PARTICIPANTS

Occurrence Date

If there are New Participants, enter the Occurrence Date and the Number of NEW participants in the Demographics. Press **SAVE** and you will be taken back to the Recurring Occurrences Detail page.

Add New Demographics Occurrences

Activity ID	190	Organization	Power of Prevention
Region	Region 1	Entered By	Yribe,Andreana
Date Entered	7/20/2018		

NO NEW PARTICIPANTS

Occurrence Date

Numbers Served - (Count) The number of Males, Females, Others, and Unknown participants. Population based program activity may involve estimated counts.

Note: If the activity is recurring, only enter new Participants

	Count	Total Numbers Served Count
Males	<input type="text" value="3"/>	<input type="text" value="4"/>
Females	<input type="text" value="0"/>	<input type="text" value="0"/>
Others	<input type="text" value="0"/>	<input type="text" value="0"/>
Unknown	<input type="text" value="0"/>	<input type="text" value="0"/>
Total Participants	<input type="text" value="3"/>	<input type="text" value="4"/>

Edit Occurrences

If you need to Edit an Occurrence locate the Activity on the Dashboard, press the **OCCURRENCES** button, and then press **EDIT** button on the Occurrence you want to change.

Recurring Occurrences Detail

Activity ID	195	Activity Name	Alcohol: True Stories 4 - 25 min
Region	Region 5	Organization	Butler Co. Community Coalition
Date Entered	7/23/2018	Entered By	McNiece, Lisa

NEW OCCURRENCE

Occurrence Date	Create Date	New Participants	
07/26/2018	07/23/2018	2	EDIT NEW

1 5 Items per page

Delete Occurrences

If you need to Delete an Occurrence locate the Activity on the Dashboard, press the **OCCURRENCES** button, press **EDIT** button on the Occurrence you want to delete and press **DELETE OCCURRENCE** button.

Edit Demographics Occurrences

Region	Region 1	Organization	Power of Prevention
Activity Name	Strike Out Opioids	Date Entered	7/12/2018
Activity Date	2/11/2018		

DELETE OCCURRENCE

Occurrence Date: 7/4/2018

Numbers Served - (Count) The number of Males, Females, Others, and Unknown participants. Population based program activity may involve estimated counts.

Note: If the activity is recurring, only enter new Participants

	Count	Total Numbers Served Count
Males	1	1
Females	0	0
Others	1	1
Unknown	0	0
Total Participants	2	2

Race (Count) Enter the number of Participants of each race

Total Race count must match Total Participants count

	Count	Total Numbers Served Count
White	2	2
Black or African American	0	0
Native Hawaiian/Other Pacific Islander	0	0
American Indian/Alaska Native	0	0
Asian	0	0
Multi-Racial	0	0

Roles

Users must be added to the system to have NPIRS access. This is a 3 step process that involves Self Registration, Adding the User to NPIRS, and Establishing a Role for the User within NPIRS. The system supports Add, Edit, and Delete functionality within Manage Users and Manage User Roles.

The NPIRS system supports 3 security roles:

- **Region Admin** – Users assigned to Region level security may View, Add, Edit, Delete, and Unlock Activities for their respective Region including their Organizations. In addition, they will set-up and maintain Users and Roles for their Region and Organizations.
- **Organization Admin** - Users assigned to Organization level security may View, Add, Edit, and Delete Activities for their respective Organization.
- **NPIRS Admin** - Users assigned to State level security may View, Add, Edit, Delete, and Unlock Activities. In addition, they will set-up and maintain Users, Organization, Regions, Activities, and system dropdowns.

Users may be assigned multiple roles within the NPIRS system. If a User needs to be assigned to multiple organizations, they must be assigned to each Organization separately. If the User is serving in more than one role, both roles can remain active at one time. If a User moves from one role to another, the prior role should be edited and changed to the new role. If a role is no longer needed, the role should be edited and set to inactive.

The Delete User and/or User Role functionality should only be used if the User was added in error and they have not made system changes. If the User was added in error and has made system changes they should be made inactive using Edit functionality.

Manage Users

The screenshot displays the 'Manage Users' page in the NEBRASKA NPIRS system. The header includes the NEBRASKA logo and the text 'DEPARTMENT OF HEALTH AND HUMAN SERVICES' and 'NEBRASKA PREVENTION INFORMATION REPORTING SYSTEM'. The left sidebar shows navigation options: Dashboard, Roles, Manage Users, and Manage User Roles. The main content area has a '+ ADD USERS' button and an 'EXCEL' button. Below these is a table with the following columns: User Name, First Name, Last Name, Email, Phone Number, and Active. The table contains five rows of user data. Each row has 'EDIT' and 'DELETE' buttons. At the bottom right of the table are 'UPDATE' and 'CANCEL' buttons.

User Name	First Name	Last Name	Email	Phone Number	Active	
mvalleb	Madhu	Vallabhaneni	madhumohan.vallabhaneni@nebraska.gov	(402)471-1035	<input checked="" type="checkbox"/>	EDIT DELETE
bshah	Bajivali	Shahk	bajivali.shahk@nebraska.gov	402-471-6703	<input checked="" type="checkbox"/>	EDIT DELETE
achalla	Siva	Challapalli	siva.challapalli@nebraska.gov		<input checked="" type="checkbox"/>	EDIT DELETE
ssaue	Sonya	Laue	sonya.laue@nebraska.gov	(402)471-7955	<input checked="" type="checkbox"/>	EDIT DELETE
aboles	Allavon	Boles	allavon.boles@nebraska.gov	(402)471-0000	<input checked="" type="checkbox"/>	EDIT DELETE

Add User

To add a User, click the **ROLES** button on the menu, click the **MANAGE USERS** button. Click the **+ADD USERS** button at the top. Complete the fields: User Name, First Name, Last Name, Email, and Phone Number. Check the box to indicate the user is Active. Click the **UPDATE** button.

NOTE: The User Name should be the User Name provided by the User. The ID they established using the self-registration page.

Edit User

Find the User that you wish to Edit, Click the **EDIT** button. Update as needed, click the **UPDATE** button. If you wish to cancel the update while you are still in edit mode, click the **CANCEL** button.

Delete User

To delete a User find the User that you wish to Delete, click the **DELETE** button. The system will present a message box asking “Are you sure you wish to delete this record?” Click **OK** to complete the delete.

Manage User Roles

NEBRASKA | DEPARTMENT OF HEALTH AND HUMAN SERVICES | NEBRASKA PREVENTION INFORMATION REPORTING SYSTEM
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Manage User Roles

+ ASSIGN USER ROLES EXCEL

User Name	Region - Organization	Role Assigned	Active	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	UPDATE CANCEL
AlmazanFelipe		NPIRSADMIN	<input checked="" type="checkbox"/>	EDIT DELETE
AndersonLindsey		NPIRSADMIN	<input checked="" type="checkbox"/>	EDIT DELETE
BalesAlayon	Region 3-Positive Pressure	OrganizationAdmin	<input checked="" type="checkbox"/>	EDIT DELETE
BalesSue		NPIRSADMIN	<input type="checkbox"/>	EDIT DELETE

Assign User Roles

To assign user roles, click the **+ASSIGN USER ROLES** button. Using the drop downs select the User Name, select the Region-Organization, and the Role Assigned. Check the box to indicate the user is Active. Click the **UPDATE** button.


Edit User Roles

To edit a User Role, find the record that you wish to Edit, Click the **EDIT** button. Update as needed, click the **UPDATE** button. If you wish to cancel the update while you are still in edit mode, click the **CANCEL** button.

Delete User Roles

To delete a User Role, find the User Role that you wish to Delete, Click the **DELETE** button. The system will present a message box asking “Are you sure you wish to delete this record?” Click **OK** to complete the delete.

Reporting



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DEPARTMENT OF HEALTH AND HUMAN SERVICES

NEBRASKA PREVENTION INFORMATION REPORTING SYSTEM - **USER TEST**

Home NPIRS - User Test

Dashboard

Admin

Reports

Roles

Help

Log out Sonya Laue

Reports

Report Name	Description
Demographics Report	View the count of people, for each activity, at the following category level: Age, Participants, Race, and Ethnicity.
Evidence Based Report	View the count of Intervention Types separated into Evidence Based or Non-Evidence Based activities.
Intervention Type Report	View the count of Individual and Population Intervention Types by categories (age, participants, race, and ethnicity).
Primary Priority Problem Report	View the count of activities for each Primary Priority Problem.
Program Activity Report	View the list of all activities.
Strategy Report	View the count of Strategies and Methods for each Target Population.

The 3 security roles, as defined in the Roles section, will have the following specific access to the reports page.

- NPIRS Admin – Users assigned to NPIRS Admin level security will have access to all reports for **all** organizations and regions.
- Region Admin – Users assigned to Region level security will have access to all reports for **only** the organizations within their region/s.
- Organization Admin - Users assigned to an Organization level security will have access to all reports for **only** their own organization.

Clicking a report name opens a new web page. To view the selected report requires selection of report parameters. These parameter selections are the same for each report.

Start Date	<input type="text"/>	End Date	<input type="text"/>	View Report
Region	Region 1, Region 2, Region 3, F	Organization	ACDC, AOD NECC, Area Substa	
County	No County, Adams, Antelope, A	Activity	7 Habits of Successful Teens, 8	
Intervention Type	Indicated, Selective, Universal I	Completion Status	Completed, Incomplete	
Strategy	Alternative Activities, Communi	Method Approach	Accessing services and funding,	
Target Population	Business and Industry, Civic Gr	Primary Problem	Binge Drinking, Cocaine Use, D	
Secondary Problem	Binge Drinking, Cocaine Use, D	Intervening Variable	Access To Means, Age of Onset	
Funding Source	American Society of Addiction	Expand All	No	

The default to each parameter is the preselection of all items within a category. For example, the Region category default is set to **Select All**.

Region	Region 1, Region 2, Region 3, F
County	<input checked="" type="checkbox"/> (Select All)
Intervention Type	<input checked="" type="checkbox"/> Region 1
Strategy	<input checked="" type="checkbox"/> Region 2
Target Population	<input checked="" type="checkbox"/> Region 3
	<input checked="" type="checkbox"/> Region 4
	<input checked="" type="checkbox"/> Region 5
	<input checked="" type="checkbox"/> Region 6

Deselecting the Select All checkbox allows for the selection of one or, as in the example, more than one option.

Region	Region 1, Region 2, Region 3, F
County	<input type="checkbox"/> (Select All)
Intervention Type	<input checked="" type="checkbox"/> Region 1
Strategy	<input type="checkbox"/> Region 2
Target Population	<input checked="" type="checkbox"/> Region 3
	<input type="checkbox"/> Region 4
	<input checked="" type="checkbox"/> Region 5
	<input type="checkbox"/> Region 6

The Expand All parameter has the options of Yes and No.

Expand All	<div>Yes</div> <div>No</div>
------------	------------------------------

Selecting Yes creates a report at the highest level of data. For example, the Demographics Report, when selecting Yes in the Expand All parameter, creates a report out to the Organizational level:

Demographics Report

Date Range : 12/01/2018 TO 03/01/2019

Category	Total
Age	
<input type="checkbox"/> Age 0 To 4	0
<input type="checkbox"/> Age 5 To 11	0
<input type="checkbox"/> Age 12 To 14	0
<input type="checkbox"/> Age 15 To 17	0
<input type="checkbox"/> Age 18 To 20	220
<input type="checkbox"/> Region 1	203
Banner County Prevention	137
Box Butte Family Focus Coalition	66
<input type="checkbox"/> Region 3	17
Area Substance & Alcohol Abuse Prevention	17
<input type="checkbox"/> Age 21 To 24	123
<input type="checkbox"/> Region 1	123
Box Butte Family Focus Coalition	123
<input type="checkbox"/> Age 25 To 44	69
<input type="checkbox"/> Region 1	69
Box Butte Family Focus Coalition	69
<input type="checkbox"/> Age 45 To 64	203
<input type="checkbox"/> Region 1	203
Box Butte Family Focus Coalition	203
<input type="checkbox"/> Age 65 and Over	98
<input type="checkbox"/> Region 1	98
Box Butte Family Focus Coalition	98
Total Age	713

(This example/screen shot only includes the Age category for the Demographics Report.)

The same Demographics Report, when selecting No in the Expand All parameter, creates a report at the Category level:

Demographics Report

Date Range : 12/01/2018 TO 03/01/2019


Category	Total
Age	
▣ Age 0 To 4	0
▣ Age 5 To 11	0
▣ Age 12 To 14	0
▣ Age 15 To 17	0
▣ Age 18 To 20	220
▣ Age 21 To 24	123
▣ Age 25 To 44	69
▣ Age 45 To 64	203
▣ Age 65 and Over	98
Total Age	713

(This example/screen shot only includes the Age category for the Demographics Report.)

After a report is created, click the export drop down menu to send the data to another application. Export options include: XML, CSV, PDF, MHTML, Excel, TIFF file, or Word.


Start Date

3/1/2018



End Date


3/14/2019



View Report


Region

Region 1, Region 2, Region 3, F




Organization

ACDC, AOD NECC, Area Substa




County

No County, Adams, Antelope, A




Activity

7 Habits of Successful Teens, 8




Intervention Type

Indicated, Selective, Universal I




Completion Status

Completed, Incomplete




Strategy

Alternative Activities, Communi




Method Approach

Accessing services and funding,




Target Population

Business and Industry, Civic Gr




Primary Problem

Binge Drinking, Cocaine Use, D




Secondary Problem

Binge Drinking, Cocaine Use, D




Intervening Variable

Access To Means, Age of Onset




Funding Source

American Society of Addiction M




Expand All


No



1 of 2 ?

Find | Next





Demographics

Date Range : 03/01/20

Category

Age

XML file with report data

CSV (comma delimited)

PDF

MHTML (web archive)

Excel

TIFF file

Word

Total

Data Dictionary

Funding Source Options

SAPT Block Grant
Drug Free School and Communities
Drug Free Communities
State Incentive Cooperative Agreement
TFN (Tobacco Free Nebraska)
CDC (Center for Disease Control)
BJA (Bureau of Justice Assistance)
Highway Safety Funds
Local or County Government Funded
Local/Private Foundations
Business Donations
Not Compensated/Volunteer
In-Kind
Nebraska Crime Commission
IHS (Indian Health Services)
Stimulus Funds
State General Funds
SPR-PFS (Strategic Prevention Framework-Partnership for Success)

Intervention Types

Indicated
Selective
Universal Direct
Universal Indirect

Method Approaches

Accessing Services and Funding	Drug Free Dances and Parties
Brief Screening/Intervention	Education Programs for Youth Groups
Brochures, Fact Sheets, Newsletters and Handouts	Employee Assistance Programs
Clearinghouse/Information resource centers	Guidance & TA on Enforcement/Distribution of ATOD
Community/Volunteer Training, e.g. Neighborhood Action Training, Staff/Officials Training	Health Fairs and Other Health Promotion, e.g., Conferences, Meetings, Seminars

Community Drop-In Centers	Information Lines/Hot Lines
Community Service Activities	Media Campaigns
Community Team-Building	Mentors
Driving While Under the Influence/Driving while Intoxicated Education Programs	Modifying Alcohol and Tobacco Advertising Practices
Multi-Agency Coordination and Collaboration/Coalition	Recreation Activities
Ongoing Classroom and/or Small Group Sessions	Regional/Coalition/Community Meetings
Parenting and Family Management	Resource Directories
Peer Leader/Helper Programs	Speaking Engagements
Preschool ATOD Prevention Programs	Student Assistance Programs
Product Pricing Strategies	Systematic Planning
Promote Establishment/Review ATOD Policies	Youth/Adult Leadership Activities
Radio and TV Public Service Announcements	

Priority/Secondary Problems

Binge Drinking
Cocaine Use
Drinking and Driving
Drugged Driving
Heroin Use
High Risk Drinking
Inhalant Use
Marijuana Use
Methamphetamine Use
Prescription Drug Abuse/Misuse
Synthetic Use
Tobacco Use
Underage Drinking
General ATOD Use
Other Mental Health Concerns
Suicide Prevention
Violence and/or Bullying

Strategies

Alternative Activities
Community Based Process
Education
Environmental
Information Dissemination
Problem Identification and Referral

Session Frequency

One time
Weekly
Every other week
More than once a week
Monthly
Every other month
Less than every other Month

Target Populations

Business and Industry
Civic Groups/Coalitions
College Students
COSAs/Children of Substance Abusers
Delinquent/Violent Youth
Economically Disadvantaged Youth/Adults
Older Adults
Government/Elected Officials
Elementary School Students
General Population
Health Professionals
High School Students
Homeless/Runaway Youth
Middle/Junior High School Students

Parents/Families
People Using Substances
People with Disabilities
People with Mental Health Problems
Physically/Emotionally Abused People
Pregnant Females/Woman of Childbearing Age
Preschool Students
Prevention/Treatment Professionals
Religious Groups
School Dropouts
Teachers/Administrators/Counselors
Youth/Minors
Law Enforcement/Military
Gays/Lesbians
Other

Glossary

Term	Description
Activity	A specific pursuit in which an organization or person partakes to remedy a specific problem or issue; includes level of intensity and frequency (e.g., parent training classes on underage drinking prevention strategies). A process or procedure intended to stimulate learning through actual experience.
Alternative Activities Strategy	This strategy provides for the participation of the target population in activities that exclude alcohol and drug use through the provision of constructive and healthy activities.
Block Grant	A block grant is a noncompetitive, formula grant mandated by the U.S. Congress. Eligible entities must submit an annual application to demonstrate statutory and Regulatory compliance in order to receive the formula-based funding.

Center for Substance Abuse Prevention (CSAP)	The Center for Substance Abuse Prevention (CSAP) is a United State agency under the Substance Abuse and Mental Health Services Administration (SAMHSA). CSAP's mission is to reduce the use of illegal substances and the abuse of legal ones.
Center for Substance Abuse Treatment (CSAT)	The mission of the Center for Substance Abuse Treatment (CSAT) is to promote community-based substance use treatment and recovery services to individuals and families.
Community Based Process Strategy	This strategy aims to enhance the ability of the community to more effectively provide substance abuse prevention services. Activities in this strategy include organizing, planning, enhancing the efficiency and effectiveness of service implementation, building coalitions and networking.
Continuation Grant	A continuation grant continues the funding from one budget period into the next budget period, for the same project.

Data Collection, Analyses, and Reporting (DCAR)	Data Collection, Analyses, and Reporting (DCAR) is a centralized resource for substance misuse prevention data and analyses. It ensures substances misuse initiatives adequately address the nation’s needs and promotes science-based strategies and activities for particular populations.
Drug Free Communities Act	This Act serves as a catalyst for increased citizen participation in the efforts to reduce substance abuse among our youth and provide community anti-drug coalitions with much needed funds to carry out their important missions.
Drug Free School and Community Act (DFSCA)	The Drug-Free Schools and Communities Act (DFSCA) of 1989 - also known as the Drug-Free Schools and Campuses Act - requires institutions of higher education to establish policies that address unlawful possession, use, or distribution of alcohol and illicit drugs. The DFSCA also requires the establishment of a drug and alcohol prevention program.
Education Strategy	This strategy provides information and activities aimed to affect critical life and social skills, including decisionmaking, refusal skills and critical analysis. Prevention education is characterized by two-way communication based on an interaction between the educator and the participants.
Environmental Strategy	This strategy seeks to establish or change community standards, codes and attitudes, thereby influencing the incidence and prevalence of drug abuse in the general population.
Evidence Based Program (EBP)	Programs that have demonstrated the highest level of evidence of effectiveness based on the published criteria. These programs, if implemented with adherence to the program developer’s model, are likely to produce positive outcomes.
Funding Opportunity Announcements (FOAs)	SAMHSA announces grant funding opportunities through Funding Opportunity Announcements (FOAs). Each FOA contains all the information necessary to apply for a grant.

Indicated Intervention	Activities targeted to individuals who engage in high risk behaviors to prevent heavy or chronic substance abuse.
Information Dissemination Strategy	This strategy provides information about the nature of drug use, abuse, addiction and the effects on individuals, families and communities. It also provides information of available prevention programs and services. The dissemination of information is characterized by one-way communication from the source to the audience, with limited contact between the two.
Intervening Variables	An intervening variable is a hypothetical variable used to explain casual links between other variables. Examples would include access to healthcare or environments that are accepting of substance use.
Intervention Type	Universal Indirect, Universal Direct, Selective, and Indicated.
Method/Approach	The method/approach is based on the selected Strategy. The Method/Approach represents the general overall prevention policy or practice, into which the specific program/activity falls.
National Outcome Measures (NOMs)	Specific outcome measures that are required of discretionary grant recipients. States are required to report annually and electronically on five specific NOMs measures for 2 domains for youth and adults: Number of persons served by age, number of persons served by gender, number of persons served by race, number of persons served by ethnicity, and total number of evidence-based programs and strategies.
Nebraska Prevention Information Reporting System (NPIRS)	Nebraska Prevention Information Reporting System.
Problem Identification & Referral Strategy	This strategy aims to identify those who have indulged in the illegal use of drugs in order to assess if their behavior can be reversed through education. It should be noted, however, that this strategy does not include any activity designed to determine if an individual is in need of treatment.

Region 1	Region 1 is comprised of the following counties: Banner, Box Butte, Cheyenne, Dawes, Deuel, Garden, Kimball, Morrill, Scotts Bluff, Sheridan, and Sioux.
Region 2	Region 2 is comprised of the following counties: Arthur, Chase, Dawson, Dundy, Frontier, Gosper, Grant, Hayes, Hitchcock, Hooker, Keith, Lincoln, Logan, McPherson, Perkins, Red Willow, and Thomas.
Region 3	Region 3 is comprised of the following counties: Adams, Blaine, Buffalo, Clay, Custer, Franklin, Furnas, Garfield, Greeley, Hall, Hamilton, Harlan, Howard, Kearney, Loup, Merrick, Nuckolls, Phelps, Sherman, Valley, Webster, and Wheeler.
Region 4	Region 4 is comprised of the following counties: Antelope, Boone, Boyd, Brown, Burt, Cedar, Cherry, Colfax, Cuming, Dakota, Dixon, Hold, Keya Paha, Knox, Madison, Nance, Pierce, Platte, Rock, Stanton, Thurston, and Wayne.
Region 5	Region 5 is comprised of the following counties: Butler, Fillmore, Gage, Jefferson, Johnson, Lancaster, Nemaha, Otoe, Pawnee, Polk, Richardson, Saline, Saunders, Seward, Thayer, and York.
Region 6	Region 3 is comprised of the following counties: Cass, Dodge, Douglas, Sarpy, and Washington.
Selective Intervention	Activities targeted to individuals or a subgroup of the population whose risk of developing a disorder is significantly higher than average because of an underlying risk factor.
Strategic Prevention Framework (SPF)	SPF is a planning process for preventing substance use and misuse. The five steps and two guiding principles of the SPF offer prevention professionals a comprehensive process for addressing the substance misuse and related behavioral health problems facing their communities. The effectiveness of the SPF begins with a clear understanding of community needs and involves community members in all stages of the planning process.

Strategy	Alternative Activities, Community Based Process, Education, Environmental, Information Dissemination, and Problem Identification and Referral.
Sub-Award	A sub-award is financial assistance in the form of money (or property in lieu of money) provided under an award by a grant recipient to an eligible sub-recipient.
Sub-Recipient	A sub-recipient is an entity that receives a sub-award from a grant recipient or another sub-recipient under an award of financial assistance. The sub-recipient is accountable to the grant recipient or other sub-recipient for the use of the federal funds provided by the subaward.
Substance Abuse and Mental Health Services Administration (SAMSHA)	The Substance Abuse and Mental Health Services Administration (SAMHSA) is the agency within the U.S. Department of Health and Human Services that leads public health efforts to advance the behavioral health of the nation. SAMHSA's mission is to reduce the impact of substance abuse and mental illness on America's communities.
Target Population	Target population is for a specific population targeted by an intervention or an activity.
The Community Mental Health Services Block Grant (MHBG)	The Community Mental Health Services Block Grant (MHBG) program makes funds available to all 50 states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands, and 6 Pacific jurisdictions to provide community mental health services.

The Services Accountability Improvement System (SAIS)	The Services Accountability Improvement System (SAIS) is a web-based data entry and reporting system that provides a data repository for Center for Substance Abuse and Treatment (CSAT) program performance measures for grantees and program officials/government project officers.
The Substance Abuse Prevention and Treatment Block Grant (SABG)	The Substance Abuse Prevention and Treatment Block Grant (SABG) program provides funds to all 50 states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands, 6 Pacific jurisdictions, and 1 tribal entity to prevent and treat substance abuse.
Universal Direct Intervention	Universal intervention takes the broadest approach and are designed to reach entire groups or populations. Interventions directly serve a group of participants who have not been identified as having any risk factor for substance abuse. Implementing this category provides direct programming to a group.
Universal Indirect Intervention	Universal intervention takes the broadest approach and are designed to reach entire groups or populations. Interventions support environmental strategies. Universal indirect activities include modifying policy related to alcohol, tobacco, or other drugs, limiting advertising practices for alcohol, tobacco, or other drugs, and coalition activities.